

NARRATIVE SUPPLEMENT TO THE CIA ARCHIVES AND RECORDS CENTER
MONTHLY STATISTICAL SUMMARY FOR JUNE 1968

1. Accessioning

There were 676 cu. ft. of Inactive Office Records accessioned during June. These records were retired by:

DCI/OIG	2 cu. ft.	DDI/NPIC	16 cu. ft.
DDS/OF	131 " "	DDI/CRS	86 " "
DDS/OC	32 " "	DDI/OCI	7 " "
DDS/OP	8 " "	DDI/OBGI	7 " "
DDS/OS	28 " "	DDI/DCS	26 " "
DDS/QMS	5 " "	DDI/OER	2 " "
DDP/RID	229 " "	DDS&T/FMSAC	25 " "
DDP/TSD	39 " "	DDS&T/OSI	12 " "
DDP/	16 " "	DDS&T/OSP	7 " "

676
422
61
34
1193

25X1A

The 422 cu. ft. of Supplemental Distribution accessioned during June consisted of 111 cu. ft. of NIS, 133 cu. ft. of maps, 99 cu. ft. of NPIC reports and 79 cu. ft. of all other types. Only 6 cu. ft. of the NPIC reports were current reports from the printer; the other 93 cu. ft. consisted of 2,775 reports, totaling 19,373 copies that were formally stored and serviced by NPIC. An analysis of the NIS reflects the following:

- 11 NIS Reports were new (18 cu. ft.)
- 4 NIS Reports were reruns (24 cu. ft.)
- *12 NIS Reports were revisions (69 cu. ft.)

*The revisions permitted the destruction of 15 cu. ft.

Accessions of all categories averaged 59 cu. ft. per day.

2. Reference

There were 8,948 reference items furnished to requestors. It was necessary to make 4 "special" deliveries of urgently needed documents to Headquarters: 1 box for Finance, 2 folders for Central Cover Staff, 1 folder for Office of Legislative Counsel and 1 folder for Personnel. The "special" delivery for Personnel was after hours and required 3 hours overtime, and the "special" delivery for CCS required the payment of mileage since a Government owned car was not available. Reference to all categories averaged 447 per day.

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3. Disposition

Disposition action was taken on 309 cu. ft. of records; 147 were destroyed at the A&RC, and 162 were returned to the originating components at their request. Disposition actions taken on all categories averaged 15 cu. ft. per day.

4. Archives

The first accession of Archival Maps (16 cu. ft.) was received from OBGI. [REDACTED] Chief/Cartography Division/OBGI furnished the A&RC with an index to these maps and a brief narrative history of Intelligence Map productions dating back to 1941.

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5. [REDACTED]

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25X1A9a

The A&RC was not able to obtain a replacement for [REDACTED] one of the WAE Contract employees hired for the [REDACTED] move, due to various delays and the time required for Security processing. [REDACTED] the other WAE Contract employee hired for the [REDACTED] move, was away for 2 weeks Military Training (10-21 June). By using Summer Employees, the A&RC was able to move three loads during June. To date, 14,710 cu. ft. have been moved from [REDACTED] this volume plus the volume formerly stored in [REDACTED], and new accessions from Printing Service brings the total at the [REDACTED] to 18,099 cu. ft.

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6. Total Holdings

The net increase for June was 884 cu. ft., bringing the total Holdings to 104,373 cu. ft. - 18,099 at [REDACTED] and 86,274 at [REDACTED]

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7. Visitors

FOIAb3b

[REDACTED]	[REDACTED] History Writer	18 days	
3	CRS	Work on VR Books	
3	RCD	Briefing & Tour	
1	RAS	CS Retention Plan	
2	RAS	Addition to A&RC	
1	OSI	Research Records	
2	RID	Briefing & Tour & Deposit	
		VR	
1	OSI	Research Records	
1	DDP/EE	Visit	
43	DDS "Trends & Highlights"	Briefing & Tour	

25X1A9a

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8. General

A. [REDACTED] attended the DDS Trends & Highlights course 4-7 June. 25X1A9a

B. The last two of three summer employees reported on 10 June [REDACTED] 25X1A9a

C. [REDACTED] attended a one day AREA Seminar entitled "Information for Management" on 12 June. 25X1A9a

D. Due to the heavy rain on 12 June, the first floor of the addition was covered with water. It took the three Summer Employees and one Staff employee all day on the 13th to mop up the water. Although this is not a new problem, it has never been this bad. The [REDACTED] Engineering Office is working on a solution to the problem. 25X1A6a

E. A reproduction of the A&RC map negative locator file was sent to OBGI. OBGI officials are going to review all negatives and identify any that can be destroyed. 25X1A6a

F. A contract was let by the [REDACTED] Procurement Division for 12 Search Tables. [REDACTED] Virginia was the successful bidder, and [REDACTED] of the A&RC is working with them to assure that the table meets all the requirements. 25X1A5a1
25X1A9a

G. A new filing system is being installed to store and service the extra copies of Agency Regulations. The regulations had outgrown the present system which consists of desk tidies on records center shelving. [REDACTED] of the A&RC Staff has come up with a system using open-end boxes on shelving. This will prevent the purchases of additional desk tidies which cost about \$10.00 each, and the A&RC will turn in to Supply 135 desk tidies when the project is completed. 25X1A9a

H. The new Security alarm system is still not operational.

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